

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB INSTRUCTION 40-301

12 MAY 1995

Medical Command

FAMILY ADVOCACY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 MDG/SGOMH (Capt Busch)
Supersedes KAFBR 160-8, 21 Apr 1993
(see Summary of Revisions)

Certified by: 377 ABW/CV (Col Felix Sanchez)
Pages: 5
Distribution: F; X

This publication incorporates Change 1, 22 May 1996.

This instruction implements Air Force Policy Directive 40-3, Family Advocacy Program. It establishes policy and procedures for the administration of the Air Force Family Advocacy Program at Kirtland AFB (KAFB). This instruction applies to any incident occurring on or off base where active duty military members (i.e., Air Force, Army, Navy, Marine Corps) or their family members are victims of maltreatment. This instruction establishes the responsibilities and procedures to be followed by base personnel and agencies for all allegations of child or spouse maltreatment and to identify family members with exceptional medical or educational needs.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is found in 10 United States Code (USC) 8013 and 10 U.S.C. Chapter 55. Privacy Act statements required by AFI 37-132, Air Force Privacy Act Program, are annotated on DD Form 2005, Privacy Act Statement- Health Care Record.

SUMMARY OF REVISIONS

This instruction has been completely revised.

- 1. Reference.** AFI 40-301, Family Advocacy. (All applicable references are listed in this instruction.)
- 2. Scope.** The mission of the Family Advocacy Program (FAP) is to support Air Force readiness. The goal is to promote family functioning by enhancing the health, welfare and morale of the Air Force family.

3. Policies.

3.1. It is Air Force policy to prevent child and spouse maltreatment, as well as to identify and treat the abusers, the victims, and the family. It is also the policy to assist families with exceptional needs in locating and accessing necessary medical and educational services.

3.2. Depending upon the nature of the offense, child and spouse maltreatment can lead to judicial or administrative action, which could result in separation from the Air Force.

3.3. The Air Force will endeavor to minimize and alleviate those factors contributing to child and spouse maltreatment.

3.4. All military personnel or individuals affiliated with KAFB, its organizations and associates, including those who live in the civilian community, will report all identified incidents of suspected or known child or spouse maltreatment to the Family Advocacy Office. All active duty sponsors with family members having special medical or educational needs will be referred to the Exceptional Family Member Program officer.

4. Assigned Responsibilities.

4.1. Installation Commander:

4.1.1. Responsible for implementation and general supervision of the base FAP.

4.1.2. Designates the Medical Group Commander (MDG/CC) as administrator and monitor of the base FAP.

4.1.3. Establishes the Family Advocacy Committee (FAC) chaired by the MDG/CC or Chief, Hospital Services to comply with Air Force directives. The FAC has the policy and resource management function for the base FAP.

4.2. Medical Group Commander (MDG/CC):

4.2.1. Manages and monitors the base FAP as designated by the installation commander.

4.2.2. Serves as chairperson for the base FAC or designates the chief of Hospital Services.

4.2.3. Establishes a protocol for the medical identification, evaluation, and management of suspected child and spouse maltreatment cases.

4.2.4. Ensures an education program for training medical staff to identify child and spouse maltreatment and to manage Family Advocacy cases.

4.2.5. Directs medical personnel encountering cases of suspected child and spouse maltreatment cases or special needs family members to notify the Family Advocacy Office.

4.2.6. Appoints a clinical social worker as the Family Advocacy officer.

4.3. Family Advocacy Officer (FAO):

4.3.1. Ensures the evaluation of all reported cases of child and spouse maltreatment according to existing Air Force guidance and state law.

4.3.2. Coordinates with Air Force Office of Special Investigations (AFOSI) and New Mexico Children, Youth, and Families Department in the assessment and evaluation of all cases of child maltreatment.

4.3.3. Ensures the activation of the Child Sexual Maltreatment Response Team (CSMRT) in all cases of alleged child sexual maltreatment.

4.3.4. Chairs the Family Maltreatment Case Management Team (FMCMT) and ensures timely evaluations and appropriate notifications are made to all appropriate agencies for all referrals to the FAP.

4.3.5. Serves as the Exceptional Family Member Program (EFMP) officer, chairs the EFMP Team, reviewing all issues, procedures, and cases requiring multi-disciplinary consultation for special needs family members.

4.4. Medical Group Personnel:

4.4.1. During duty hours, notify the FAO if a patient is suspected to be a victim of maltreatment. After duty hours, the 377th Security Police Law Enforcement Division will be the point of contact. New Mexico Children, Youth, and Family Department will be contacted as well if the suspected victim is a child.

4.4.2. Admit a child to the hospital according to Military Treatment Facility (MTF) admission guidelines if a child is felt to be at risk or if the facts of the case warrant medical observation.

4.4.3. Refer family members identified as having exceptional medical or educational needs to the EFMPO.

4.5. 377th Security Police:

4.5.1. Dispatch on duty personnel to evaluate the situation when a report is received of child or spouse maltreatment on base. Provide immediate intervention when required to prevent abuse from occurring or continuing.

4.5.2. Obtain necessary information for reporting suspected or known child or spouse maltreatment and document this as a desk blotter entry and on a DD Form 1569 or AF (test form) Form 3545, Incident/Complaint Report,. Provide a copy of DD Form 1569 to the Family Advocacy Office and the sponsor's unit commander. The Law Enforcement desk sergeant will ensure a copy of the blotter and incident reports are available for review and photocopy by FAP personnel.

4.5.3. Investigate applicable cases of family maltreatment according to AFI 31-206, Security Police Investigations. Notify AFOSI of incidents of serious bodily injury and all incidents of reported child sexual maltreatment. Ensure a photographer is utilized in cases where victim's injuries should be depicted by photograph in order to complete Security Police investigations.

4.5.4. Notify the sponsor's unit commander and first sergeant when Law Enforcement personnel have investigated or intervened in any cases of domestic violence.

4.5.5. Notify the FAO of all suspected incidents of child or spouse maltreatment. After duty hours, New Mexico Children, Youth, and Family Department will be contacted when children are suspected victims of maltreatment. Unit commanders and first sergeants will be contacted in cases of spouse maltreatment to assist in initial management.

4.6. AFOSI:

4.6.1. Indexes appropriate suspected child maltreatment cases, opening criminal investigations when appropriate. Ensures a photographer is utilized in cases where victim's injuries should be depicted by photograph in order to complete AFOSI investigations.

4.6.2. Notifies Security Police of cases which do not meet AFOSI criteria so they may investigate applicable cases of family maltreatment according to AFI 31-206.

4.6.3. Monitors investigations if civil authorities assume investigation and agree to release their report to Air Force officials.

4.6.4. Reviews the Defense Central Index of Investigations (DCII) on family members suspected of child maltreatment, informing the FAO of results. Also, prepares new index of all family members with new FAP cases when appropriate.

4.6.5. Serves as a member of the Child Sexual Maltreatment Response Team. Assists in the development of initial management plan in response to referrals where prosecution is possible, the alleged victim is in imminent danger of further maltreatment, or there is a possibility of multiple victims.

4.6.6. Notifies FAO of all suspected cases of child or spouse maltreatment.

4.7. Unit Commander:

4.7.1. Responds to the scene in person or designates a representative to assist medical or investigative authority in case management of suspected child or spouse maltreatment cases. Assistance may include referral to local shelter for battered women and children or arranging alternative housing for sponsor when there is risk for violence to the victim or other members of the family.

4.7.2. Notifies FAO of all suspected cases of child or spouse maltreatment.

4.7.3. Notifies EFMPO of all family members identified as having an exceptional medical or educational need.

4.7.4. Provides follow-up investigation for child or spouse maltreatment in cases not involving law enforcement intervention. Provides updates and coordinates activities with FAO.

4.8. Staff Judge Advocate:

4.8.1. Within Air Force guidelines, coordinates and advises on enforcement of civil laws of New Mexico and the Uniform Code of Military Justice in cases of child and spouse maltreatment.

4.8.2. Serves as a member of the Child Sexual Maltreatment Response Team. Assists in the development of initial management plan in response to referrals where prosecution is possible, the alleged victim is in imminent danger of further maltreatment, or there is a possibility of multiple victims.

4.8.3. Within Air Force guidelines, coordinates and advises on enforcement of the Victim and Witness Assistance Program in cases of child and spouse maltreatment.

4.9. Family Advocacy Committee (FAC):

4.9.1. Provides base level oversight of the Family Advocacy Program. The FAC has the policy making and resource management function in accordance with Air Force guidelines.

4.9.2. Composed of: the installation commander or deputy commander; the MDG/CC or Chief, Hospital Services (as chairperson), the Family Advocacy officer (FAO), Family Advocacy treatment manager (FATM), Family Advocacy outreach manager (FAOM), pediatrician, Family Support Center director, and one representative from the Staff Judge Advocate, Military Personnel Flight, Security Police, AFOSI, Chaplain, Social Actions, Child Development Center and Youth

Center. The FAC may invite representatives of the local civilian child protection agencies to attend meetings. The FAC may add members at the discretion of the chairperson. The committee will meet at the call of the chairperson, but at least quarterly.

4.9.3. Establishes the membership of the Family Maltreatment Case Management Team (FMCMT), which is chaired by the FAO. This team meets at the call of the chairperson, or at least monthly, to review all cases of suspected child and spouse maltreatment.

4.9.4. Establishes the membership of the Exceptional Family Member Program Team (EFMPT), which is chaired by the EFMP officer. This team meets at the call of the EFMP officer, functioning as an ad hoc working group to address issues, procedures, or cases requiring a multi-disciplinary consultation for military families with special medical and or educational needs.

4.9.5. Establishes the Outreach Program Management Team (OPMT), which serves as a management team of base and community members committed to the development and provision of proactive family programs aimed at the prevention of child and spouse maltreatment. Chaired by the FAOM, meeting at the call of the chairperson, or at least quarterly.

5. Procedures For Emergency Removal of Children. When the potential for continued maltreatment exists or severity of maltreatment is such that a child's environment could contribute to further injury, illness or imminent danger, steps will be taken immediately to secure the child's safety. Whenever possible, removal of the offender should be considered first. Action should be coordinated between the FAO, Staff Judge Advocate, Security Police, Children, Youth and Families Department and sponsor's commander in accordance with Air Force guidelines and the civil laws of the State of New Mexico. The focus should always be upon the child's safety, and involved parties should be sensitive to the traumatic nature of such actions. *After hours, contact the Children, Youth and Families Department for assistance with outside the home emergency placement of children if the active duty member can not be removed from the home. (Change 1)*

6. Operating Instructions (OI). The FAO, under the guidance of the FAC, will assist all appropriate agencies in the development and implementation of operating instructions that cover responsibilities beyond the scope of those identified in this base instruction.

7. Conclusion. Nothing contained herein shall be construed to take precedence over the FAP Standards as determined by the DoD Family Advocacy Program Manager, Office of the Surgeon General.

8. Forms Prescribed.

8.1. DD Form 1569, Incident/Complaint Report. AF Form 3545.

8.2. DD Form 2005, Privacy Act Statement - Health Care Record

BARBARA L. SAWYER, CAPT, USAF
Chief, Base Information Management